

Saint Daniel the Prophet Church

Parish Worship Commission

Updated on September 1, 2017

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Worship Commission Leadership Directory

Worship Commission:

- The Pastor supervises the activities of the Worship Commission for the celebration of the Liturgy.
- The Worship Commission works together with the Liturgy Director and the Music Director for the Pastor.
- Commission members are either the leaders or the designated representatives from each organization.
- The Directors recommend a commission member to the Pastor for membership on the parish council.

Liturgy Director

- Michael Doyle, Mike@StDaniel.org, 630-384-0129

Music Director

- Mr. William Runge, Bill@StDaniel.org, 630-384-0130

Parish Council

- Linda McKnight

Altar Server Representative (Adult Coordinator for the Students)

- Mike Doyle

Communion Server (EMHC) Representative

- Linda McKnight

Reader (Lector) Representative

- Marybride Misar

Usher (Greeter) Representative

- Jerry McKnight

Musician Representative

- Bill Runge

Baptism Program

- Fr. Dvorscak: preparation, scheduling, and celebration of baptisms
- When new deacons are assigned to the parish, they will assist with baptisms

Wedding Program

- Fr. Dvorscak: preparation and scheduling of weddings
- Mr. Doyle: assistance at wedding rehearsals and liturgies
- Mr. Runge: sacred music for wedding liturgies

Funeral Program

- Fr. Dvorscak: preparation and scheduling of funerals
- Mr. Doyle: assistance at funeral liturgies
- Mr. Runge: sacred music for funeral liturgies

Directors of Liturgy and Music

Director of Liturgy

- The Liturgy Director meets with the pastor weekly to discuss all the details of the parish liturgy program.
- The Liturgy Director opens and closes the church building for all the liturgies, except on weekday mornings.
- The Liturgy Director serves as the coordinating Sacristan for all the liturgies, except on weekday mornings.
- The Liturgy Director selects, trains, and schedules all of the liturgical ministers who serve at the parish.
- The liturgical ministers consist of the Altar Servers and the Extraordinary Ministers of Holy Communion.
- The full complement of liturgical ministers also consists of the Ushers (Greeters) and the Readers (Lectors).
- While the priest is at the altar, and the musician is at the keyboard, the Liturgy Director is everywhere else.
- The Liturgy Director also keeps track of and places orders for all the liturgical supplies throughout the year.
- The Liturgy Director provides for hospitality and refreshments on the designated Sundays of the year.

Director of Music

- The Music Director meets with the pastor weekly to discuss all the details of the parish music program.
- The Music Director provides the music for all regular parish liturgies, including weddings and funerals.
- The Music Director furnishes the bulletin editor with all the music selections for each Sunday bulletin.
- The Music Director also provides music sheets for weddings, funerals, and for special parish liturgies.
- The Music Director selects the liturgical music from all the approved sources of Catholic sacred music.
- The Music Director trains and schedules all the musicians who help lead the congregation in song.
- The Music Director promotes the active participation of the congregation in the music of the liturgy.
- The Music Director meets with brides and grooms concerning the liturgical music to be used for weddings.
- The Music Director sometimes meets with families regarding the liturgical music to be used for funerals.

Joint Responsibilities

- The Pastor coordinates the parish Worship program through the Liturgy Director and the Music Director.
- The Liturgy Director and the Music Director together facilitate the work of the parish Worship Commission.
- The Liturgy Director and the Music Director help the Pastor decorate the church throughout the year.
- Special liturgies for Christmas, Holy Week, Easter, and Holy Days are prepared with the Pastor.
- Special programs for the sacraments and special parish liturgies are also prepared with the Pastor.
- The Pastor provides the petitions for the Prayers of the Faithful, and makes any announcements at Mass.

Altar Server Notes

1. Please arrive at least fifteen minutes before Mass, and sign in at the narthex desk. After putting on your server robes, wait in the back of church, off to the side, just to the north of the narthex doors.
 2. When the opening hymn is announced and the singing starts, lead the procession into church: cross first, then the servers with candles. If there are additional servers, they come last, with their hands folded in prayer.
 3. When you reach the altar steps, touching the bottom step with your toes, and bow together. Then take the cross and candles to the side table. Go to your chairs, except for the server who will hold the Roman Missal.
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4. During the Gloria or the Kyrie, one server stands next to the priest with the Roman Missal for the opening prayer. As you hold the book, please let the top of it touch your upper chest, keeping it steady for the priest.
 5. At the Gospel, when the priest picks up the Gospel book, come up the stairs and hold the candles by the sides of the ambo during the Gospel reading. At the conclusion of the Gospel, return to your places at the side.
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6. When the Offertory music begins, help the priest prepare the altar. First comes the cups, then the chalice and water, then the book, and then the hosts. Adults may sometimes help the servers with these offertory duties.
 7. Two servers come from the side to the front altar steps, to receive the bread and wine from the priest. Go back to the side and approach the altar from the side, with the bread, the wine, and with the bowl and the towel.
 8. The servers with the bread and wine stand at the priest's right side and hand him the bread and wine. When the priest gives the wine and water back to the servers, they immediately go back to the side table.
 9. The server with the bowl and the towel stands at the priest's left side. However, if incense is used, the server stands along the back wall, until the incensing is completed, before approaching the priest to wash his hands.
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10. At the Sign of Peace, the altar servers just shake hands with those who are around them. The servers come up into the sanctuary for Communion with the ministers, but they do not take Communion from the cup.
 11. After Communion is over, go up to the altar, standing behind the adult who receives the consecrated hosts. The priest will hand you the cups, the plates, the book, and the chalice. Take them to the side table.
 12. When the priest sits down after Communion, one server stands next to the priest with the Roman Missal for the closing prayer. Sometimes there are additional prayers, so wait for the priest to close the book before leaving.
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13. At the end of Mass, the servers line up with the cross and the candles in the main aisle, in line with the front pews. When the priest bows, turn around and lead the procession out to the narthex.
 14. Please hang up your robes, blow out your candles, and put the cross in its holder. Thank you for serving at the altar for Mass. We appreciate your help very much. We hope that you will be back to serve again soon!

Communion Servers (EMHC) Notes

Please arrive at least fifteen minutes before your scheduled Mass, with at least business casual attire, and sign in right away at the narthex desk. Even if you are not scheduled to serve at that Mass, please check to see if any help is needed. Here are our procedures for Extraordinary Ministers of Holy Communion (Communion Servers).

- During the Lord's Prayer, the Liturgy Director goes to the Tabernacle for the additional consecrated hosts.
 - At the Sign of Peace, the Liturgy Director brings them to the altar, and then joins the other EMHC's.
 - At the Sign of Peace, the EMHC's go to the baptismal font area to line up: chalices first, hosts last.
 - When the priest raises up his chalice to drink the Precious Blood, come up the steps into the sanctuary.
 - Those administering the chalices are always the first in line, standing along the sanctuary back wall.
 - Those administering the hosts come up next in line, standing along sanctuary back wall as well.
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- After the priest receives Holy Communion himself, the priest gives Holy Communion to the deacon.
 - If there is no Deacon, the Liturgy Director, or another designated person takes the place of the deacon.
 - The priest then walks along the back wall of the sanctuary to give the host to each EMHC.
 - The Deacon, the Liturgy Director, or another person, gives the main chalice to each EMHC.
 - The priest presents the small chalices to four EMHC's in a row, for Communion to the congregation.
 - The priest then presents the ciboria to five EMHC's in a row, for Communion to the congregation.
 - Please use the back railing to go down the stairs to distribute Communion, and return the same way.
 - Please do not use the front railings or the front steps of the sanctuary area at any time. Thank you!
 - Go to your Communion station, but face the altar until the priest comes down to start Communion.
 - The Deacon, the Liturgy Director, or another person, takes Communion to the back pews for the sick.
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- After Communion, put each small chalice back on the tray, located on the northeast side of the altar.
 - The priest or the deacon will consume any remaining Precious Blood. Please do not do this for him.
 - After Communion, put each ciborium back on the southeast side of the altar, without combining any hosts.
 - However, if the priest or the deacon is standing there, please hand your ciborium to him from his left side.
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- The priest/deacon consumes any remaining precious blood right at the altar, as directed by the Missal.
 - The priest/deacon combines the ciboria with remaining hosts right at the altar, as directed by the Missal.
 - The priest/deacon gives the ciboria with consecrated hosts to the Liturgy Director for the Tabernacle.
 - The priest/deacon gives the other items to the servers and other adults, who take them to the side table.
 - At our parish, the purification of the sacred vessels takes place after Mass by the priest or the deacon.
 - The Liturgy Director and/or the sacristans will assist with this procedure after the celebration of the Mass.
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Whenever "Ordinary Ministers of Holy Communion" are present, that is, extra priests and deacons, they take precedence over the "Extra-Ordinary Ministers of Holy Communion." Extra-Ordinary Ministers can only assist Ordinary Ministers, not replace them when they are present and available. This situation should not happen very often, if at all, at our parish.

After Mass, the priest or deacon will go to the tabernacle to distribute consecrated hosts for those who are authorized to bring Holy Communion to the sick and the homebound. People should not come up to obtain these hosts during the Mass itself. They should wait until after Mass is over. Also, everyone in church is encouraged to make a visit to the Blessed Sacrament before and after each Mass anyway.

When there are overflow Masses at Christmas and Easter, Communion is usually only distributed under just one species for practical reasons. The Communion stations for these overcrowded Masses are: two in the north aisle, two in the main aisle, two in the south aisle, and one in the chapel. Depending on the amount of people present, this configuration may be adapted to the situation.

Reader (Lector) Notes

Preparation. Each reader is given a missalette with all the readings for the Mass throughout the year. Otherwise, please go to the Bishop's website, www.usccb.org, to obtain a copy of the readings for your Mass.

- If you are unable to read on your assigned date, please let the Liturgy Director know ahead of time, and he will find a substitute for you. Only one reader is usually needed for the readings, but there can be two.
- Please arrive at least fifteen minutes before your scheduled Mass, and sign in right away at the narthex desk. Attire should be office casual. No jeans or shorts, please.
- Before Mass starts, please go up and check the lectionary on the Ambo, to make sure that it is on the right page. If there are different options for the readings, please use the one published in the bulletin.
- Please be seated at the special chairs for the lectors, located on the north side of the sanctuary area, near the organ, before Mass begins. In this way, the priest knows that you are there for the readings.

First Reading. After the priest prays the Collect, and the congregation is seated, the Reader comes up from the designated chairs at the side of the sanctuary to the Ambo for the first reading.

- Please don't "count" the readings (for example, "Our first *reading* today is a *reading* from..."). Instead, just say "A reading from . . ." as printed in the lectionary book for each Scripture reading.
- Each scripture reading ends with "The word of the Lord" as printed in the lectionary book. Pause, but do not pick up the book as you say, "The word of the Lord." Just say the words without any gestures.
- Proclaim the reading by making eye contact with the people, and speaking in a confident and direct manner. Speak to the people, not to the microphone, but make sure that the microphone is at the right level for you.
- Read with expression, being slow enough to emphasize the importance of the message. Sound like you understand what you are reading, because you have carefully prepared the reading beforehand.
- When finished with the first reading, please do not move the ribbon in the lectionary to another page. Instead, just turn the page to the second reading, if it is necessary to do so.

Second Reading. After the first reading, if you are the only reader, please return to the lector chairs until the end of the responsorial psalm. If there is another reader for the second reading, you may return to your pew.

- After the responsorial psalm is completed, return to the Ambo for the second reading. Use the same protocols for beginning and ending the second reading as you did for the first reading.
- After completing the second reading, close the lectionary, and place in on the second, lower shelf of the Ambo, with the binding facing outward. Thank you for serving as a Reader!

Petitions. If there is a Deacon, he always reads the intercessions from the Ambo. However, if there is no Deacon, another designated person reads the petitions for the Prayers of the Faithful instead.

- The person reading the Petitions comes up to the Ambo during the second half of the Creed. Begin reading the Petitions after the priest says "Let us pray," or gives some other form of introduction.
- After reading the last Petition, remain at the Ambo until the priest says the concluding prayer, and all respond "Amen." Then, as the people are seated, return to your place in the pews.

Usher (Greeter) Notes

Four Ushers. At least four Ushers are needed for each Mass. Two are needed to greet. All four are needed for the Offertory Collection. All the ushers may be needed for any emergencies that may arise.

Attendance. Your attire should be office casual. No shorts or jeans please. Please wear your Usher Badge. If you cannot make your assignment, please contact the Liturgy Director, who will find a substitute for you.

Arrival. Please arrive twenty minutes before the Mass, and sign in at the narthex desk. When coming to any Mass, please check at the narthex desk to see if any additional help is needed for that particular Mass.

Welcoming. Greet everyone warmly. Give them a bulletin, which is the worship aid that contains all the music and readings for the liturgy. If they have any special needs, please be helpful to them as our honored guests.

Emergencies. In case of a medical emergency in church, call 911 and bring the person to the narthex. Lay them flat on the floor for the paramedics, and follow the instructions of the Liturgy Director.

Starting the Mass. At the end of the Gloria, close the six narthex doors. Please be seated in the reserved section for the ushers, in the last pew in the right center aisle section, so that you can be available to help anyone.

Offertory Collection. During the Creed, start getting ready for the collection. Be ready with your baskets at the end of the Prayers of the Faithful. Come to the front of the pews as the people are sitting down for the offertory. Make sure that everyone has a chance to put something in the basket.

Offertory Procession. During the collection, an usher stays behind with the Offertory Gift Bearers. As the priest leaves the altar, but before he gets to the bottom of the steps, start sending the Gift Bearers up the aisle. Then, bring the collection to the back sacristy, where it will be bagged and put into a safe.

During Communion. Usher people into two lines in each aisle so that they go up for Communion in an orderly fashion. If there are no people in one of the lines, encourage people to go to the alternate Communion server. This will expedite the distribution of Holy Communion. Assist anyone in need as they come up to Communion.

After the Mass. At the final blessing, open all six narthex doors. Thank the people for coming to our church. Encourage people to take their bulletins home with them. Assist anyone in need. Then check the church pews for any items left behind. Bring any lost and found articles to the narthex desk. Thank you for being an usher!

Offertory Gift Bearers

Volunteers are now asked to come to the ministry desk in the narthex to volunteer for the role of offertory gift bearers. Thus, the ushers no longer recruit people for this role as they enter church. If no one volunteers, the liturgy director or the sacristan recruits someone for this role.

At least two people are needed to bring the bread and wine to the altar for the offertory procession. During the Prayers of the Faithful, an usher will get the people ready for the Offertory Procession so that, when the priest comes down the altar steps, the gift bearers will already be marching up the aisle towards him.

Normally, there is an Offertory Procession at each Mass. However, it is not necessary to have an Offertory Procession at each and every Mass. At Christmas and Easter, it is sometimes too crowded to do so.

In accord with the standard liturgical norms, the offertory gifts consist of bread and wine only. The offertory collection is not part of the offertory procession at our church. The ushers handle the offertory collection separately.

Musician Notes

The Music Director trains and schedules all liturgical musicians, and also provides music for all the weddings and funerals celebrated at our parish. The Sunday bulletin contains all the congregational music for the liturgy. Special congregational hymn sheets are prepared for weddings, funerals, holy days, and other special occasions. Volunteer musicians, approved by the Pastor, assist the Music Director in promoting congregational singing at our parish. The legal norms for using copyrighted materials, especially the music, are conscientiously followed at our parish.

Congregational Focus

- The primary music-producing organization at our parish is the congregation at worship.
- The role of the parish musicians is to promote and enhance our congregational singing.
- The success of the music program depends on the active participation of the congregation.
- Everything else in our parish liturgical music program is secondary to congregational singing.
- Goal for 2016-2017: develop a core repertoire of about a hundred favorite congregational hymns.

4:00 p.m. Music Program

- Advent-Christmas
- Winter Ordinary Time
- Lent-Easter Time
- Summer Ordinary Time
- Fall Ordinary Time

9:00 a.m. Music Program

- Advent-Christmas
- Winter Ordinary Time
- Lent-Easter Time
- Summer Ordinary Time
- Fall Ordinary Time

11:00 a.m. Music Program

- Advent-Christmas
- Winter Ordinary Time
- Lent-Easter Time
- Summer Ordinary Time
- Fall Ordinary Time

Special Music Programs

- Christmas: Christmas Eve at 3:00 p.m. and 5:00 p.m. Christmas Day at 9:00 a.m. and 11:00 a.m.
- New Year: New Year's Eve at 4:00 p.m. New Year's Day at 9:00 a.m. (if on Sunday, then also at 11:00 a.m.)
- Ash Wednesday Liturgies: 7:30 a.m. Mass, 12:00 p.m. and 4:30 p.m. Services, and 7:00 p.m. Mass
- Palm Sunday Liturgies: regular weekend schedule of Masses for Palm Sunday weekend
- Holy Thursday: Solemn Liturgy at 7:30 p.m., followed by Adoration until 9:00 p.m.
- Good Friday: Anointing at 12:00 noon, Solemn Liturgy at 3:00 p.m., Stations of the Cross at 7:30 p.m.
- Holy Saturday Easter Vigil Liturgy: 7:30 p.m. (No afternoon Mass or confessions today!)
- Easter Sunday Liturgies: Sunrise Mass at 7:30 a.m. Regular Sunday Masses at 9:00 a.m. and 11:00 a.m.
- Confirmation Liturgy: as scheduled, usually celebrated in the month of March
- First Communion Liturgy: as scheduled, usually the Sunday right after Easter
- Assumption, All Saints, Thanksgiving, and Immaculate Conception: as scheduled

Decorator Notes

The Pastor supervises the art and environment aspects of the liturgy in coordination with the Liturgy Director, the Music Director, and volunteers from the Worship Commission. Special assistance is needed for the Christmas decorations, and for the eight Sundays of Easter time. The focus of all church decorations is to draw the attention of the people to the altar of sacrifice, which is the central point of all our worship. As people enter the nave of the church, the first thing that they should notice is the altar of sacrifice. All other decorations are secondary to this.

Advent Decorations

- The Advent Wreath is usually located in or near the Sanctuary area.
- The Christmas decorations are gradually set up throughout Advent time.

Christmas Decorations

- Christmas trees, poinsettias, and other appropriate decorations are set up gradually during Advent.
- After Epiphany, the Christmas decorations are gradually taken down and put away for the next year.

Winter Ordinary Time

- Winter colors and decorations gradually replace the Christmas decorations, and transition towards Lent.

Lenten Decorations

- Stark decorations, or none at all, are used from the Sunday before Ash Wednesday until Holy Week.

Holy Week Decorations

- Palms and other stark decorations, or none at all, are used for the liturgies of Holy Week.

Easter Decorations

- Easter 1-2: always Easter lilies
- Easter 3-4: usually white flowers
- Easter 5-6: usually colored flowers
- Easter 7-8: usually red flowers

Summer Ordinary Time

- Summer colors and decorations change at least monthly after Corpus Christi Sunday.

Fall Ordinary Time

- Fall colors and decorations change at least monthly, from September to Advent.

Special Events

- Holy Days and Special Occasions.
- Confirmation and First Communion.
- Weddings and Funerals.

Baptism Program Notes

- Fr. Dvorscak: preparation, scheduling, and celebration of baptisms, eventually with the help of deacons.
- Baptisms are usually done after the 4:00 p.m. Mass on Saturday, and the 11:00 a.m. Mass on Sunday.
- There is a separate parish handbook for baptismal arrangements, given out at the preparation meeting.
- When deacons are assigned to the parish, they will assist the pastor with the celebration of baptisms.

Wedding Program Notes

- Fr. Dvorscak: scheduling of weddings, and marriage preparations.
- Mr. Doyle: assists at wedding rehearsals and wedding liturgies.
- Mr. Runge: plans and provides sacred music for all wedding liturgies
- There is a separate parish handbook for wedding arrangements, given out when wedding dates are set.

Funeral Program Notes

- Fr. Dvorscak: scheduling of funerals, and preparing the liturgies.
- Mr. Doyle: assists at funeral liturgies, and some wakes or cemetery rites.
- Mr. Runge: plans and provides sacred music for all funeral liturgies.
- There is a separate parish handbook for funeral arrangements, given out when funerals are planned.